

Funeral Trainee Instructions

Enclosed please find your registered Trainee Certificate. Please be sure this certificate is posted in the embalming room where you are conducting your training. The Trainee Certificate number should be used on all correspondence with the board. The requirements of the Funeral Trainee program are that you: 1. Complete a full year of training in which you will submit 12 monthly report cards as documentation 2. During your training you must complete at least 25 case reports and at least 5 funeral arrangements.

Enclosed are the twelve monthly report cards that you will be responsible for filling out and turning in each month. Be sure the monthly report cards are filled out completely and legibly before submitting to the board office. Your monthly report card should be mailed on the 1st of each month so that it is received in the board office no later than the 10th of the month. The monthly report card should be filled out documenting the previous month (i.e.: On November 1st you will mail the monthly report card for October).

To submit your case report forms and funeral arrangement forms please fill out the forms located on our website at funeralboard.sd.gov (forms are located under the licensing tab). Please fill out the form online as it can be difficult to read handwritten reports. Once you have filled out the required fields on the form you will need to print the form, attach any additional supporting documentation, and **then you and your sponsor will need to sign the form before submitting to the board office**. Your case and arrangement reports should be submitted as you complete them. Please do not staple your case reports together. Only the related materials for arrangements should be stapled to each report. Do not “stockpile” your reports as these are sent to a board member for review and approval. If there are any concerns with your report you will be contacted by the board. **ALWAYS KEEP COPIES OF THE REPORTS YOU SEND TO THE BOARD OFFICE FOR YOUR RECORDS.**

Some additional requirements of the program:

- 1) In order to complete a case report on a body, you must have actually participated in the embalming. Therefore, if all your funeral home did was cosmetics, you may not include this as a case for these purposes.
- 2) If you have a break in training, you must notify the board office immediately of this change. You must mail your trainee certificate back to the board office so it can be placed in your file. When you are ready to renew your training, you must submit a new application and payment of the \$25.00 fee. The board will keep track of your status and you can contact the board office at any time to confirm your status.
- 3) Again, be sure to keep a copy of everything that you send in to the board office so you are always aware of your status.
- 4) Funeral Trainees must work in complete month segments. Therefore, you must begin your training at the beginning of a month and work the complete month. If you only work a portion of the month, you are not able to include this as a month of service for traineeship purposes as per Article 20:45:03:02.
- 5) ***Please read Chapter 20:45:03 Licensing Requirements*** for additional information.

If the board office can be of assistance to you, please do not hesitate to contact us at 605-642-1600.